



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 23, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 26, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, November 6, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET V

Plan & Project Evaluation Technician
Bureau of Design & Environment
Highways
Springfield

Attachments
40613

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, November 6, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician V	Salary Range:	\$5,015 - \$9,155
Position Title:	Plan and Project Evaluation Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-50-308-33-01	IPR#:	40613

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Design and Environment/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for providing intensive review of the plans and specifications, and developing contract documents for the department's Annual Highway Program to advance the program to the letting stage.

Special Qualifications:

The following criteria is desired:

- Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two year program in civil engineering technology or a four year degree in a scientific program other than engineering. Additional specialized training will be considered.
- Twelve years of engineering technician experience under the direction of a professional engineer
- Knowledge of the principles and practices of plan preparation related to the design, construction and maintenance of transportation projects
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to plan and direct efforts of work for efficient accomplishments of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	6/16/15	POSITION:	Plan and Project Evaluation Technician
APPROVED BY:	<i>Ted Walschleger</i>	OFFICE/DIVISION:	Highways/Design & Environment
CODE:	PW015-23-50-308-33-01	REPORTS TO:	Project Evaluation and Liaison Engineer

Position Purpose

This position is accountable for providing intensive review of the plans and specifications, and developing contract documents for the department's Annual Highway Program, in order to advance the program to the letting stage.

Dimensions

Annual Number of Contract Plans:	+1200
Annual Value of Contracts:	+ \$1 Billion

Nature and Scope

This position reports to the Project Evaluation and Liaison Engineer. This position has no subordinates.

Under the general supervision of the Project Evaluation and Liaison Engineer, the position is responsible for the timely evaluation of highway construction plans and specifications prior to advancing contracts to the letting stage. This position is responsible for the development of basic covenants to be included in the master proposal, compiling descriptive identification and summarizing significant materials quantities for publication in the Service Bulletin, and conducting plan-in-hand field reviews, when warranted.

The greatest challenge to this position is the timely and effective identification of problems requiring modification of construction plans and specifications, and the elimination of recurrence in subsequent plans by the "feedback" process either directly to the districts or through the Engineer of Project Implementation. This requires communicating with district personnel and outside agencies to resolve plan and pay item issues along with maintaining documentation of all revisions resulting from such communications. Resultant savings, both in dollars and in increased efficiency are quantitatively difficult to assess, as this is an on-line every-day operation. Typical problems include evaluating the plans and specifications, as submitted by the districts or other agencies immediately prior to letting; determining deviations from standards, policies and/or procedures; defining the covenants, intent and constraints pertinent to each individual contract; resolving funding breakdowns; assuring conformance with the department and federal policy and procedures; assuring the validity of contract material quantities; recognizing and correcting inadvertent omissions; modifying plans due to policy and procedures changes in the intervening time between district plan submittal and letting stage. This position also manages electronic plans and documents including the creation of working folders and sharing of information through electronic files, along with utilizing the mainframe (ELM) database to verify plan and contract information, and providing updates to that system when data is revised or corrected.

This position is personally responsible for evaluating, revising and developing individual plans and specifications for complex highway projects (usually worth \$2-\$10 Million), which requires a highly developed degree of technical expertise and judgment in order to maximize the department's efficiency in construction plan development and to minimize the need for field revisions. Other responsibilities include submitting final construction plans and specifications to the Section Chief for approval and preparing and processing addendums to the plans and specifications, when necessary.

This position is in constant contact with the central bureaus of Bridges and Structures, Operations, Materials and Physical Research; district offices within the Division of Highways; and, other Divisions/Offices of the department and the FHWA in the course of finalizing construction plans and specifications.

The incumbent has extremely wide latitude in the decision making process necessary to fulfill accountabilities and must consult with the Project Evaluation and Liaison Engineer only in cases of extreme ambiguity or discrepancies. S/he is constrained by all departmental policies and guidelines.

The effectiveness of this position can be measured by the smooth continuity of the projects being processed and accepted for advancement to letting and by the minimizing of Construction Change Orders that reflect field revisions.

Principal Accountabilities

1. Evaluates, modifies, finalizes and processes approximately \$1 Billion worth of construction plans annually.
2. Recommends alternate solutions to Unit Chief regarding unique and complex plan difficulties.
3. Ensures that final contract plans and specifications conform to departmental policies and guidelines and maintains documentation of any revisions to plans and contracts.
4. Acts as the liaison between other state agencies and the Division of Highways on matters pertaining to the final construction plans and specifications.
5. Provides assistance to the districts on questions and problems pertaining to their final construction plans and specifications.
6. Performs duties in compliance with departmental ethics and safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as required.